

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0275***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: PERSONNEL RECORDS SPECIALIST**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to maintain an accessible and efficient record keeping system so available resources are easily retrievable by authorized individuals and agencies. Duties and responsibilities include, but are not limited to: maintaining records for current and past employees; entering new or re-hired permanent employees into automated employee systems; completing employment verifications; completing pension plan retirement applications; and performing other duties as required.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Enters new or re-hired permanent employees into computerized human resources databases; enters the benefit class on all employees, including joint agency personnel; reviews for accuracy prior to entry; prepares and maintains record retention schedule; maintains current data and purges old information as required.

Schedules and prepares certifications on new or re-hired employees for orientation; processes paperwork and forms for permanent employees; submits to appropriate individuals for review and signature; issues identification cards to employees; maintains copies for permanent files.

Completes retirement applications and projections for participants of the City pension plan; meets with retiring participants to review retirement options and forms for completion.

Maintains records for bi-annual actuarial valuation; retains pension history information for Firemen's and Policemen's Insurance and Pension Fund participants; maintains list of benefits adjustments due retirees and informs Board of Trustees, custodian and retirees when adjustments are due; retains current retiree information for report preparation, COLA raises, and other areas; processes refund forms when necessary.

Prepares and updates draft of pension plan booklet for participants; audits plan history registers and updates information in computer databases; prints and distributes information to employees;

Maintains files for the General Pension Plan Board of Trustees; prepares summary of information and transactions for monthly meeting; informs board when retiree benefit adjustments are made.

Maintains earnings history by calendar year, employment history on sworn personnel for promotional purposes, and reports of personnel actions on all employees such as promotions, demotions, disciplinary action and related areas; retains files for review by authorized personnel; ensures confidentiality of employee information.

Responds to questions and provides information to authorized persons regarding personnel files, materials, human resources software, and City pension plans.

Composes, types and/or prepares correspondence, letters, memoranda, employment verifications, and other documents related to personnel issues; reviews for accuracy and completeness; maintains copies for departmental use and future reference by authorized individuals.

Creates various reports and procedures on human resource related items as required; completes special projects as assigned by supervisor; prepares payroll information for department and submits to accounting for processing.

Prepares employee benefit statements; conducts research and reviews applicable materials prior to processing; distributes information to department representative, employees, or other individuals as required; prepares and distributes checklist pamphlet to remind employees to verify beneficiaries and related items.

Schedules new employees for post-offer employment physicals as requested; audits and processes invoices for post-offer employment physicals.

Reviews and distributes employee leave reports to designated departments; completes employee leave adjustments as necessary; updates summary report on each adjustment; monitors leave buy-back and transfer programs to include verifying compliance with code provisions and updating report information.

Designs forms, spreadsheets and other documents for completion by departments and employees on various human resource areas; serves on committee to review new software packages to update existing personnel-related software.

#### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business administration, personnel management, or closely related field; supplemented by 5 to 11 months previous experience and/or training involving record keeping, management or related area required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.